

**FOR AGENCY USE ONLY
TO BE FILED WITH CITY CLERK**

TO: RECORD ACCESS OFFICER

NAME OR OFFICE LOCATION

ADDRESS

I REQUEST INSPECTION OF THE FOLLOWING RECORDS: _____

NAME

DATE _____

ADDRESS

TEL NUMBER _____

REPRESENTING

COPYS REQUESTED **YES**____ **NO**_____

APPROVED _____ **DENIED (REASON CHECK BELOW)**

- _____ **CONFIDENTIAL DISCLOSURE** _____ **PART OF INVESTIGATORY FILE**
- _____ **UNWARRENTED INVASION OF PERSONAL PRIVACY**
- _____ **RECORD OF WHICH THIS AGENCY IS LEGAL CUSTODIAN CANNOT BE FOUND**
- _____ **RECORD IS NOT MAINTAINED BY THIS AGENCY**
- _____ **EXEMPTED BY STATUTE OTHER THAN THE FREEDOM OF INFORMATION ACT**
- _____ **OTHER (SPECIFY)** _____